

**Important information about this form:**

- Fill out this form to change the name of the Beneficiary or the Authorized Legal Representative for this ABE account.
- If you're an Authorized Legal Representative managing more than one account with a name change, you'll have to fill out a separate form for each account.
- The Beneficiary or the Authorized Legal Representative must sign this form.
- A name change requires a Medallion Signature Guarantee in **Step 4**.
- The name associated with the ABE account must match the first and last name on the bank account connected to it. If you are making a change of name, you might also have to update your bank account information.

**Need help?**

Give us a call Monday – Friday  
from 8am – 7pm CT at

**1-833-711-2253**

Individuals with speech or  
hearing disabilities may dial **711**  
to access Telecommunications  
Relay Service (TRS) from a  
telephone or TTY.

**Mail the form to:**

Alabama ABE  
P.O. Box 9894  
Providence, RI 02940-8094

**Overnight Mail:**

Alabama ABE  
4400 Computer Drive  
Westborough, MA 01581

## 1 ABE account information

\_\_\_\_\_  
Name of the Beneficiary on the ABE account (First and last)

\_\_\_\_ \_ - \_\_\_\_ \_ - \_\_\_\_ \_

Beneficiary's Social Security or Taxpayer Identification Number

\_\_\_\_ \_ - \_\_\_\_ \_ - \_\_\_\_ \_ - \_\_\_\_ \_

Alabama ABE account number

## 2 Tell us about the name change

If you need to make a name change for both the Beneficiary and the Authorized Legal Representative, you will need to fill out two separate forms. Both forms will require a Medallion Signature Guarantee.

This change is for: ☐ Beneficiary ☐ Authorized Legal Representative

\_\_\_\_\_  
New name (First and last)

Reason for change: ☐ Marriage ☐ Divorce ☐ Other: \_\_\_\_\_



**3 Sign the form**

By signing this form, you're confirming the information you've provided is true for the change of name.

\_\_\_\_\_  
Signature of Beneficiary or Authorized Legal Representative

\_\_\_\_\_  
Date (mm/dd/yyyy)

**4 A Medallion Signature Guarantee is required for a name change**

**Keep in mind that:**

- You're providing the following information as underwritten certification that your signature is genuine.
- You can get a Medallion Signature Guarantee from an authorized officer of a bank, broker, or other qualified financial institution. A notary public doesn't qualify, and you cannot guarantee your own signature. You may be required to provide proof of your authority to act on behalf of the ALE account.
- Only sign if you are in the presence of an authorized officer providing the Medallion Signature Guarantee.

I certify that the information provided herein is true and complete in all respects, and that I have read and understand, consent, and agree to all the terms and conditions of the **Program Description & Participation Agreement**.

\_\_\_\_\_  
Signature of Beneficiary or Authorized Legal Representative

\_\_\_\_\_  
Signature Guarantor

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Institution

\_\_\_\_\_  
Date (mm/dd/yyyy)

**Have the Authorized Officer stamp here**